

EXECUTIVE LEGAL ASSISTANT

Location: Washington, DC

Job Title: Legal Assistant

Reports To: Director of Administration

Status: Full-Time, Non-Exempt

Openings: 1

ABOUT US:

Torrison Law is dedicated to growing its team of talented experts. We recruit top talent that will enhance our culture of upholding the values, collegiality, and client-focused ethos that traditionally have distinguished the law as a profession. Our lawyers advise and represent clients in connection with litigation; government enforcement, regulatory, and legislative matters; and commercial disputes. With its headquarters in Washington, D.C. and experience that spans the globe, the Torrison Law team is dedicated to providing the top-flight legal service clients would expect on their most important matters from the largest national law firms, with all of the flexibility, creativity, and innovation the boutique model offers.

POSITION OVERVIEW:

As a Legal Assistant, you will play a key role in ensuring the smooth day-to-day management of Partner level attorney workflows. You will serve as a trusted administrative resource, assisting with document preparation, client communications, and coordination of legal support tasks that keep our legal teams operating at the highest level.

In this role, you will:

- Manage attorney scheduling, including coordinating meetings, appointments, and calendar conflicts
- Arrange travel logistics for attorneys, including transportation, lodging, and itineraries
- Serve as front desk receptionist, greeting clients and visitors and managing incoming calls professionally
- Handle administrative tasks such as processing conflict checks, submitting expense reports, managing attorney time entries, scheduling meetings, travel, and maintaining calendars.
- Conduct research, coordinate conference calls, and support document filing through the Firm's systems.
- Prepare, format, revise, and finalize a variety of legal documents, correspondence, spreadsheets, table of authority and presentations using Microsoft Office, Microsoft Word and document management tools (including table of contents and table of authority).
- Foster strong working relationships across teams, collaborating with departments like Accounting, General Services, and Reprographics to ensure seamless support.
- Maintain paper and electronic files in compliance with firm policies, ensuring information is accurate and accessible.

- Anticipate attorney and team needs, proactively offering support to help achieve client service excellence.

QUALIFICATIONS:

1. EDUCATION & CERTIFICATION:

- High school diploma or GED as a minimum educational requirement, though prefer candidates with a 2-year associate degree or a targeted certificate in legal or paralegal studies
- **Certificate Programs (optional):** Post-secondary legal assistant or legal secretary certificates, legal terminology, document preparation, and office software.

2. EXPERIENCE:

- 2-5+ years of administrative or legal support experience
- Prior law firm or corporate legal department experience
- Experience supporting multiple attorneys or a busy office environment

3. TECHNICAL SKILLS

- Proficiency in legal practice management software (e.g., ActionStep)
- Proficiency in Microsoft 365 Office Suite (Microsoft Excel/Word/TEAMS), e-discovery, SharePoint, Zoom and Adobe Acrobat
- Familiarity with e-filing systems (state and federal court platforms) and Best Authority a plus
- Calendar and travel management tools (Outlook, scheduling/booking platforms)
- Basic legal research skills; familiarity with PACER, Westlaw, LexisNexis, Law360 and DocketBird a plus
- Proficient in Proofreading

4. CORE COMPETENCIES

- Strong written and verbal communication
- Discretion and confidentiality
- Organizational skills and attention to detail
- Multitasking and prioritization
- Professional, client-facing demeanor

Work Schedule: Monday - Friday, 9:00 a.m. - 5:00 p.m.

Location: The selectee will be required to report on-site at 801 17th Street, NW, Washington, DC

Telework: Available - Ad Hoc telework (situational telework) as determined by the firm's policy.

Virtual: This is not a virtual position.

Salary: \$90k - \$100k

Torridon Law is proud to be an Equal Opportunity Employer and makes decisions on the basis of merit. We encourage applications from individuals regardless of race, color, ethnicity, religion, sex or gender, pregnancy, national origin, citizenship, veteran status, membership in state or federal military forces or military reserves, ancestry, age, disability, or any other protected class.